

Winterport Recreation Board Meeting 01/15/2008

MEETING AGENDA AND MINUTES

Meeting Date:	January 15, 2008	Time:	6:30 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
	Mandy Olver	Board Member		Chris Beaulieu	Board Member
X	Helga Meo	Board Member		Scott Misler	Alt Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
	Heather Roberts	Board Member			
X	Ken Miller	Board Member			

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:30	Mike
2.	Recreation Coordinator Report <ul style="list-style-type: none">• BBall status check• Sledding Night	6:35	Dave
3.	2008-2009 Budget Planning	6:45	All
4.	Park Improvement Status Check	7:00	All
5.	Mature Programs Status Check	7:05	All
6.	Policies and Procedures Review	7:15	All
7.	Meeting Wrap Up and Confirm Next Meeting	7:30	Mike

MINUTES:

Review of Agenda and Action Items

Mike brought the meeting to order at 6:35pm. The single action item (AI #14) was closed out as Dave has taken care of this.

Recreation Coordinator's Report

Dave went over his recreation report. He commented that overall the program is going well. There has been some differences of opinion on the rules in the Town Rec League. Dave felt much of this stems from not all coaches attending the meeting and discussing the rules. He reviewed a couple of these rules; help defense and not a playing a zone was one of them. Dave will continue to work this issue and encourage all coaches to attend the meetings so they can reach a mutual understanding of the rules.

We also discussed that the Rec Board will need to make a final decision on the basketball program so that appropriate funds can be allocated. The big decisions will be which leagues to participate in. This discussion will be tabled until the February meeting where we will finalize the budget proposal.

Dave obtained the budget worksheets for the Town. They need to be returned by mid March. As such we will work on these in the February Rec Mtg.

Dave commented that he felt \$300 was too much to contribute to the hockey program as only 2 kids are participating. Adjustments will be made next year.

Dave also discussed the cheerleading program and if they should receive uniforms. He will follow up with the coach to see what is needed.

Within this item, the XC Ski program was also discussed. The program is up and running. There are 9 participants. Budgeting funds for next year was discussed. A final decision will be made in February.

Dave informed the board that he is working on a survey to be sent out to the town. This is being done at the request of the Town Manager.

Lastly Dave mentioned that he has started planning for the sledding and skating party. The Boy Scouts are on board with doing another fire and the rink will be cleared and frozen. Tentative dates are 2/8 or 2/15.

2008-2009 Budget Planning

Some items were discussed in the Rec Coordinator's Report. This will be the focus of our February meeting.

Park Improvement Status Check

Nothing new to report. Working to get the ice rink functional.

Mature Programs Status Check

Nothing new to report.

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Policies and Procedures Review

This will be the focus of the March board report. Mike will send out the sections that need to be approved.

Meeting Wrap Up and Confirm Next Meeting

The meeting was brought to a close at 8:30pm and the next meeting was confirmed for Tuesday, February 19th.

FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.	2008-2009 Budget Proposal		February	
2.	Policies and Procedures Review		March	

FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
February 19 th , 2008	6:30pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
14	11/14	Inquire on status of hockey donation request	12/20 – Dave checking on this 1/15 – Dave has taken care of this.	CLOSED	Dave	1/16

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Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06